

VPP Steering Committee Meeting Minutes
February 15, 2000

Kristie French: The first Implementation Team Meeting is February 16. Goal is to have directorate requirements for the 19 elements on charts in two weeks. POCs and supervisors must attend the Job Hazard Analysis (JHA) training.

Application Team (John Howell): Application team goal is to have document ready for the Steering Committee to review February 23. Need to be look at dates on the documents and be sure the most current documents are used.

Communications Team (Judy Milburn): Communication Team meetings are now held each Tuesday at 9:00am in building 4202 room 224. Working with Frank Hepburn to develop the "Dr. Know" database. Articles covering the 19 elements of VPP will be published in the Marshall Star, with the first article beginning in two weeks.

Documentation Team (Shawn Wallace): In review of our documentation status, each Contractor needs to show they have a controlled documentation process in place, and that the documentation addresses all matters pertaining to the VPP requirements.

ATTENDEES

QS10	Jimmy Hill	544-0974
ED13	Shawn Wallace	544-1109
AD02	Linda Carpenter	544-8236
HEI	Tom Sullinger	544-1986
Lockheed	Linda Myszka	461-4329
QS10	Kristie French	544-7474
RS40	John Howell	544-5219
QS10	Judy Milburn	544-4802
QS10	Don Miller	544-8361
QS10	Annette Loveday	544-2428

VPP Documentation Breakdown

